

Adversary Case Opening

For Attorneys

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself at the attorney selection screen. (Refer to Step 9, page 6)

- STEP 1** Click the Adversary hyperlink on the CM/ECF main menu bar. (See Figure 1.)

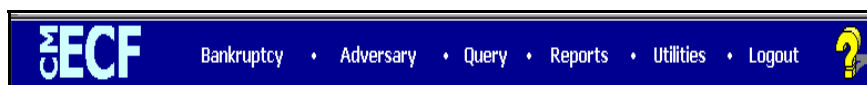


Figure 1

- STEP 2** Click on the Open AP Case hyperlink displayed on the **ADVERSARY EVENTS** screen. (See Figure 2.)



Figure 2

- STEP 3** The **CASE DATA** screen displays. (See Figure 3.)



Figure 3

- ◆ The case number will be generated at the end of this process. Make sure you take note of it on the final screen.
- ◆ The current date is displayed next to **Date Filed**.
- ◆ The **Case Type** value is **ap** for adversary proceeding. There is no other selection.
- ◆ The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.
- ◆ Click **[Next]**.

STEP 4 The **LEAD CASE/ASSOCIATION TYPE** screen appears. (See Figure 4.)

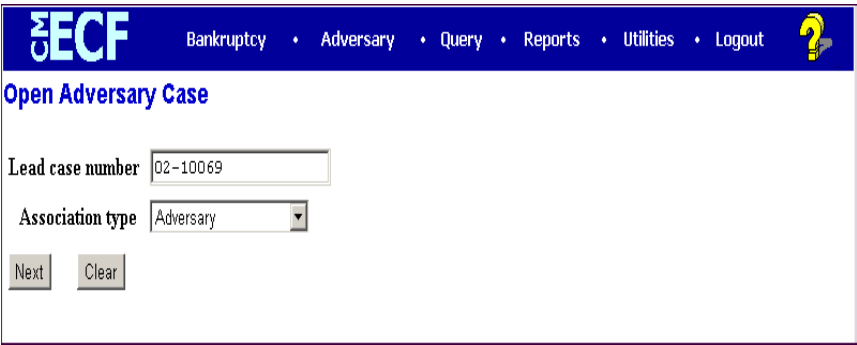


Figure 4

- ◆ Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value.**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

If you **do not** enter any number in the **Lead Case Number** field the system **will** allow you to proceed with case opening.

- ◆ The **Association type** defaults to Adversary. Other selections are Consolidated, Jointly Administered, and Related. Leave the default and click **[Next]**.

STEP 5 The **CASE ASSIGNMENT** screen displays. Case assignment is based on the lead Bankruptcy case. (See Figure 5.)

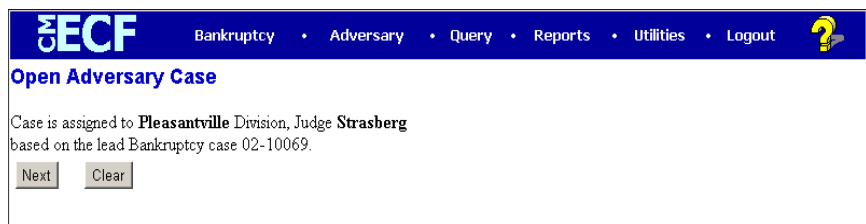


Figure 5

- ◆ Click **[Next]**.

STEP 6 The **PARTY SEARCH** screen appears. (See Figure 6.)

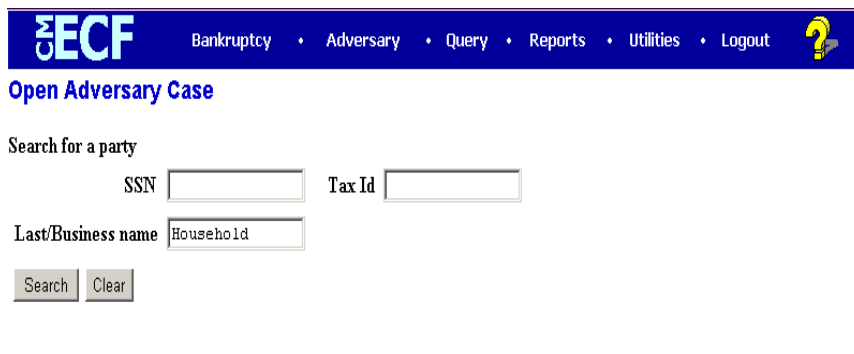


Figure 6

- ◆ Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- Do not search only by the asterisk * itself.

- ◆ Enter the plaintiff's last/business name and click **[Search]**. In Figure 6 we have entered the first word of the plaintiff's name (Household).

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

STEP 7 The **SEARCH RESULTS** screen appears. (See Figure 7a.)


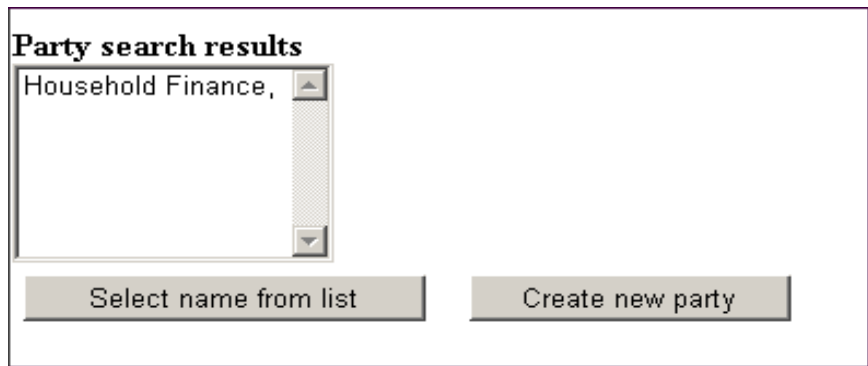


Figure 7a

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button. (See Figure 7b.)

- ◆ In Figure 7b the only party on the database matching the search criteria was Household Finance. Since our party, Household Financial Services is not on the list, click the **[Create New Party]** button.



Party search results

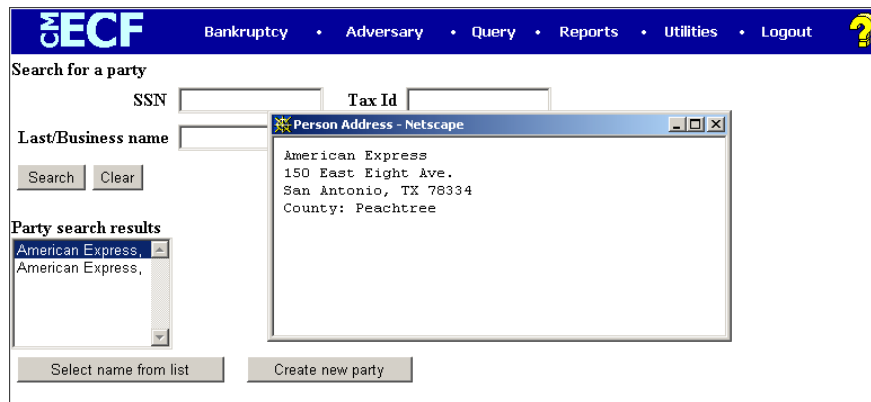
Household Finance,

Select name from list Create new party

Figure 7b

NOTE: Your name search may find more than one record having the same name as shown in **Figure 7c**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN Tax Id

Last/Business name

Search Clear

Party search results

American Express,
American Express,

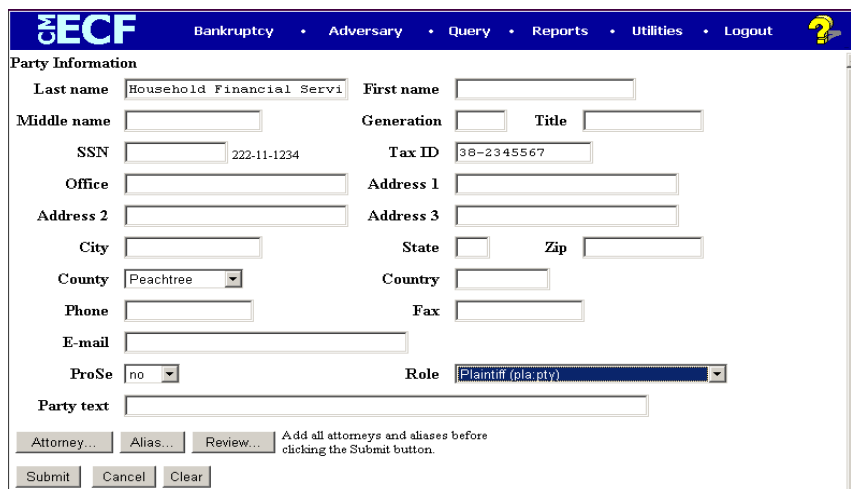
Select name from list Create new party

Person Address - Netscape

American Express
150 East Eight Ave.
San Antonio, TX 78334
County: Peachtree

Figure 7c

STEP 8 The **PARTY INFORMATION** screen appears. (See Figure 8.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure 8

- ◆ Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Plaintiff.
- ◆ The **Party Text** field is used for further party description, such as A California Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- ◆ Click on the **[Attorney]** button on the **PARTY INFORMATION** screen. (See Figure 8.)

STEP 9 For adversary openings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s). Steps 9 - 11 will show how this is done.

- ◆ Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by either State Bar ID or Last Name (or partial Last Name.) (See Figure 9.)



Figure 9

- ◆ This exercise illustrates how one could search for the attorney Heather Walker. The search clue entered in the Last name field is the first two letters (minimum required) of her last name.
- ◆ Click on **[Search]**.

STEP 10 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. (See Figure 10.)



Figure 10

- ◆ Highlight your name with your mouse and click on **[Select Name From List]**.

STEP 11

The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. (See Figure 11a.)

The screenshot shows the ECF Attorney Information screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the title is "Attorney Information (Party Household Financial Services,)". The attorney's name is "Heather J. Walker", Bar ID is "TX132456", and Bar Status is "Active". The form contains several input fields: Office (Walker and Associates), Address 1 (945 Inverness Road), Address 2 (empty), Address 3 (empty), City (San Antonio), State (TX), Zip (78233), Country (empty), Phone (210-667-3456), Fax (empty), and E-mail (hjo@atty.net). There is a "Lead attorney" dropdown menu set to "yes". At the bottom, there are three buttons: "Add attorney", "Cancel attorney", and "Clear". A note below the buttons states: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

Figure 11a

- ◆ Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- ◆ After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- ◆ The main **PARTY INFORMATION** screen again appears. (See **Figure 8**.) At this time you could click on the **[Review]** button to verify attorney and alias information for this party. **Figure 11b** shows how this information is displayed.

The screenshot shows the ECF Review attorneys and aliases screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the title is "Review attorneys and aliases". The party name is "Household Financial Services". There is a link "Uncheck to remove from list". Under "Attorneys added:", there is a checked checkbox next to "Walker, Heather J." and her address: "Walker and Associates, 945 Inverness Road, San Antonio, TX 78233". Under "Aliases added:", it says "None added." At the bottom, there are two buttons: "Return to Party screen" and "Clear".

Figure 11b

- ◆ Click on **[Return to Party screen]**.
- ◆ When the Party Information screen appears again, click **[Submit]**

- STEP 12** You have added the plaintiff and if there are no more plaintiffs, the next step is to add the defendant(s). The **PARTY SEARCH** screen will appear again for that purpose. (See Figure 12.)

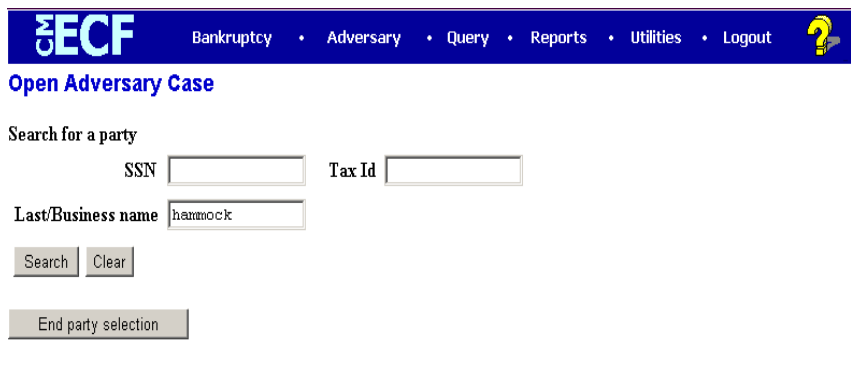


Figure 12

- ◆ Enter party information for the defendant Frank T. Hammock. Search by last name.

- STEP 13** When the **SEARCH RESULTS** screen appears, the party will be displayed because Frank Hammock is already a debtor on the bankruptcy case. (See Figure 13.)

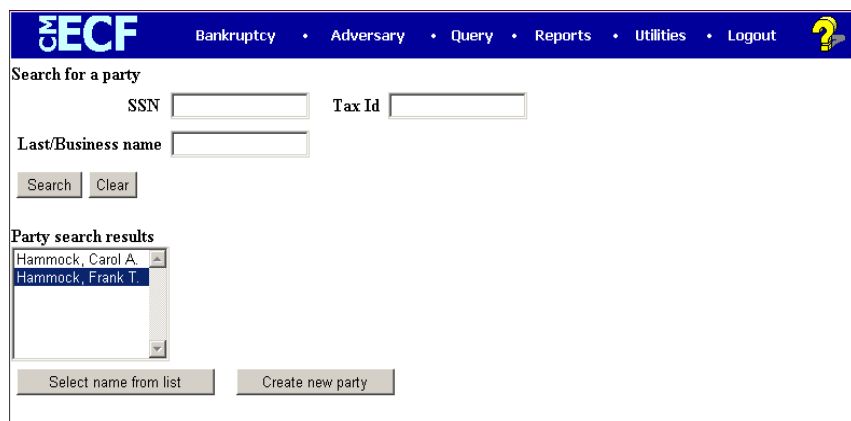


Figure 13

- ◆ Highlight the name and click on **[Select name from list]**.

- STEP 14** The **SEARCH RESULTS** screen appears next with this party's data and address as it is recorded in the database from the bankruptcy case. (See Figure 14.)

The screenshot shows the 'Party Information' form for Frank T. Hammock (SSN: 123-23-3546). The form includes fields for Office, Address 1 (3467 Wayward Lane, Apt 3B), Address 2, Address 3, City (San Antonio), State (TX), Zip (78556), County (Peachtree), Country, Phone, Fax, E-mail, ProSe (no), and Role (Defendant (dft.pty)). There is a 'Party text' field and buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

Figure 14

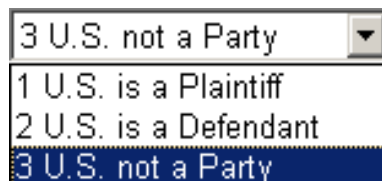
- ◆ Follow your court's procedures for addresses for defendants. You must select the Party Role by clicking on the ▼ down arrow for the **Role** field. Highlight **Defendant** and click on **[Submit]**. **The defendant's attorney information will be added at a later time.**
- ◆ The Party Search screen will reappear. Since the bankruptcy case we are using is a joint case, we would complete steps 12-14 again for the other party (Carol A. Hammock in this case). When all parties have been entered, click on **[End Party Selection]**.

- STEP 15** The **ADVERSARY STATISTICAL** screen appears. (See Figure 15a).

The screenshot shows the 'Open Adversary Case' form. It includes dropdown menus for Party code (3 U.S. not a Party), Nature of suit (424 (Obj/Revocation Discharge 727)), and Origin (1 Original Proceeding). There are text input fields for Transfer date and Demand (\$000). There are also dropdown menus for Rule 23 (class action) (n) and Jury demand (None). Buttons for 'Next' and 'Clear' are at the bottom.

Figure 15a

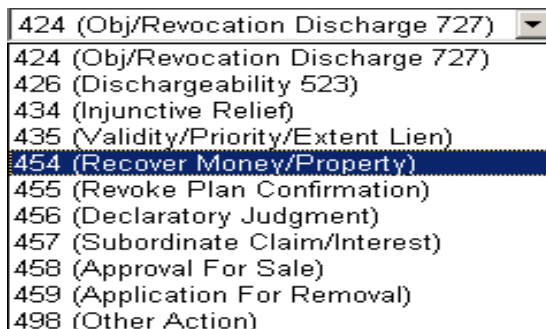
- ◆ Unless the US is a plaintiff or defendant in your case, accept the default **US not a Party** as shown in Figure 15b.



3 U.S. not a Party
1 U.S. is a Plaintiff
2 U.S. is a Defendant
3 U.S. not a Party

Figure 15b

- ◆ For our exercise select **454 (Recover Money/Property)** as the Nature of Suit of the complaint from the list below (See Figure 15c.).



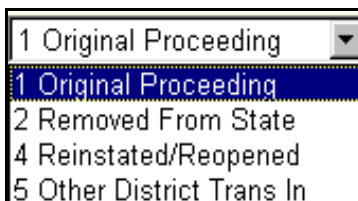
424 (Obj/Revocation Discharge 727)
424 (Obj/Revocation Discharge 727)
426 (Dischargeability 523)
434 (Injunctive Relief)
435 (Validity/Priority/Extent Lien)
454 (Recover Money/Property)
455 (Revoke Plan Confirmation)
456 (Declaratory Judgment)
457 (Subordinate Claim/Interest)
458 (Approval For Sale)
459 (Application For Removal)
498 (Other Action)

Figure 15c

- ◆ Only one suit can be selected during the opening of an adversary case.
- ◆ Multiple suits will be handled according to the direction of your court.

NOTE: If there are multiple suits and one is a 727 Objection to Discharge, it is important to enter 424 as the Nature of Suite here.

- ◆ The **Origin** code defaults to original proceeding. (See Figure 15d.) Accept the default. Other values are:



1 Original Proceeding
1 Original Proceeding
2 Removed From State
4 Reinstated/Reopened
5 Other District Trans In

Figure 15d

- ◆ The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* only if this is a Class Action suit.
- ◆ The default in the **Jury Demand** box is *n* (None). (See Figure 15e.)

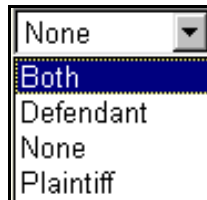


Figure 15e

- ◆ For our case we will leave the default of **None**.
- ◆ **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter **29** for \$29,000.00.
- ◆ Verify the data on your screen and then click **[Next]**.

STEP 16 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 16a.)

Figure 16a

- ◆ To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where

the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 16b.)

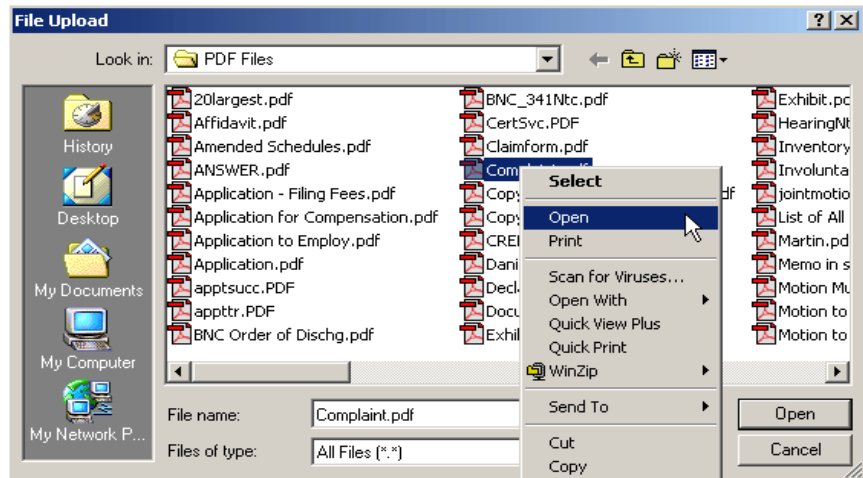


Figure 16b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box. (See Figure 16c.)

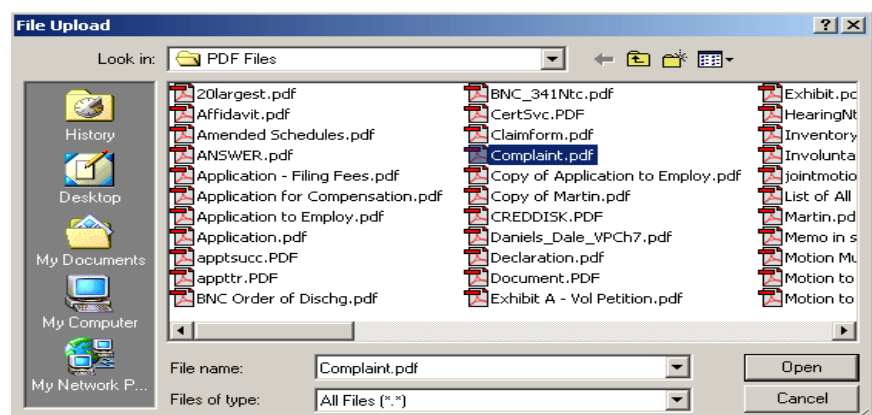


Figure 16c

- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box. (See Figure 16d.).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\Data\From O on Lynx\PDF Files\Co Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Figure 16d

- ◆ There will be no attachments in this exercise. Attachments will be covered in another lesson. Therefore, leave the radio button indicating No.
- ◆ Click **[Next]** to continue.

STEP 17 The **FILING FEE** screen will display prompts for fee and receipt information. (See Figure 17.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

If Paying by credit card select NEXT to continue filing, credit card verified at conclusion of docket entry. If is exempt under 28 USC Section 1930, type EXEMPT in Receipt field and select NEXT to continue filing. Otherwise, leave the receipt field blank and press NEXT button

Receipt #: Fee: \$150

Next Clear

Figure 17

NOTE: You may see a displayed message such as the one in figure 17 for **COURT USERS ONLY**: Disregard this message.

- ◆ If the filing fee is exempted or deferred enter the word EXEMPT into the receipt number prompt box. Otherwise, leave this box blank.
- ◆ The Fee Amount defaults to the amount of the complaint filing fee, \$150.00.
- ◆ Click **[Next]** to continue.
- ◆ The following screen may appear. (See Figure 18.) Click **[Next]**.



Figure 18

STEP 18 The **FINAL DOCKET TEXT** screen displays. (See Figure 19.)



Figure 19

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case. (The case number does not appear in the docket text.)

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 20a.)

The screenshot displays the 'Open Adversary Case' interface within the ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled 'U.S. Bankruptcy Court Systems Deployment and Support Division' and 'Notice of Electronic Filing'. It details a transaction received from Walker, Heather on 9/6/2002 at 2:38 PM CDT, filed on 9/6/2002. The case name is 'Household Financial Services v. Hammock et al' with case number 1:02-ap-1004 and document number 1. The case name is 'Frank G. Hammock and Carol A. Hammock' with case number 1:02-bk-10069 and document number 12. The docket text describes a complaint by Household Financial Services against Frank G. Hammock and Carol A. Hammock, with a receipt number CC and a fee amount of \$150. The screen also lists associated documents and their electronic document stamps, including the original filename and the electronic document stamp for each document.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, Heather entered on 9/6/2002 at 2:38 PM CDT and filed on 9/6/2002

Case Name: Household Financial Services v. Hammock et al
Case Number: [1:02-ap-1004](#)
Document Number: [1](#)
Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [12](#)

Docket Text:
454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Complaint.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=981735245 [Date=9/6/2002] [FileNumber=7643-0] [6c8e245e2c6e2c03eac8223a26024e2127454208169fa60aa61a4688d8ece5a40ca1eccfdca4e691a037ec24db5d32ef9d27699cc48fd37cdfe49d806029c]]
Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Complaint.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=981735245 [Date=9/6/2002] [FileNumber=7644-1] [448a52c528341df51900b491eefb0b36a74cc63cad58351a0a27c98dc1162e002abc8e76ca0425d06d99391f069526dbb8dc22ce8f965acc258a84584c120c6]]

1:02-ap-1004 Notice will be electronically mailed to:
Heather J. Walker walkerh@atty.net

1:02-ap-1004 Notice will not be electronically mailed to:

1:02-bk-10069 Notice will be electronically mailed to:
William W. Thompson wwthompson@trustee.net,
George T. Walker gtwalker@atty.net
Heather J. Walker walkerh@atty.net

Figure 20a

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the PACER login screen. **(See Figure 20c). The case number of both this adversary and the lead bankruptcy case appear.** This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 20c

- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu
- ◆ Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. **(See Figure 20c.)**

- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. (**See Figure 20b.**) Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.


Filing Date	#	Docket Text
09/06/2002	 1	454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather) (Entered: 09/06/2002)

Figure 20b

- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Submission of Summons for Court Issuance

After an Adversary Proceeding has been opened, you will need to prepare a Summons for each defendant listed in the complaint. A blank summons form is available from the Clerk's Office or in the **Forms** section of the Court's website. A prepared summons may be submitted to the Court for the Court to issue electronically.

STEP 1 Click on the **Adversary** hyperlink on the CM/ECF Main Menu. (See **Figure 1**)



Figure 1

STEP 2 Click the **Complaint & Summons** hyperlink on the Adversary Events screen. (See **Figure 2**)



Figure 2

- STEP 3** The **Case Number** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking **[Next]**. Otherwise, enter the correct case number in YY-NNNN format and click **[Next]**. (See Figure 3)

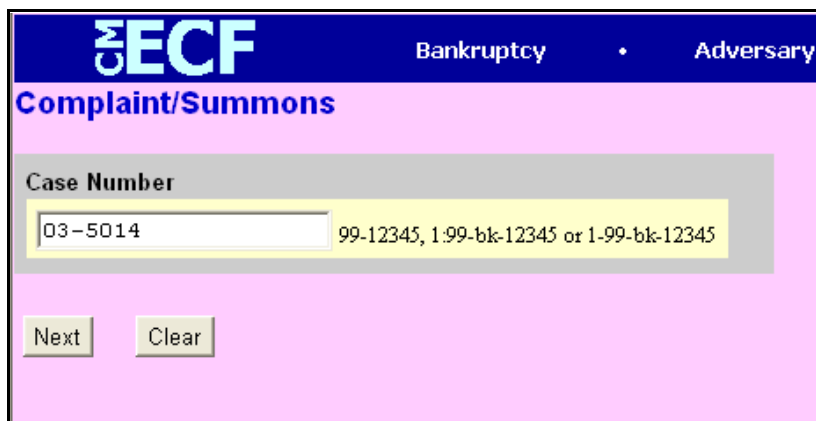
The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the text "Bankruptcy • Adversary". Below the header, the title "Complaint/Summons" is displayed in blue. The main area has a light pink background. A grey box labeled "Case Number" contains a text input field with "03-5014" and a hint text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- STEP 4** Select the **Unissued Summons** event from the Event Selection screen. (See Figure 4)

The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the text "Bankruptcy • Adversary". Below the header, the title "Complaint/Summons" is displayed in blue. The main area has a light pink background. A blue link "3:03-ap-05014 Sears v. Easter et al" is visible. Below the link is a list box containing the following options: "Counterclaim", "Crossclaim", "Notice of Removal", "Registration of Foreign Judgment", "Summons Service Executed", "Summons Service Unexecuted", "Third-Party Complaint", and "Unissued Summons". The "Unissued Summons" option is highlighted. Below the list box are two buttons: "Next" and "Clear".

Figure 4

- ◆ Click **[Next]**.

STEP 5 The PDF Document Selection screen will display. (See Figure 5)

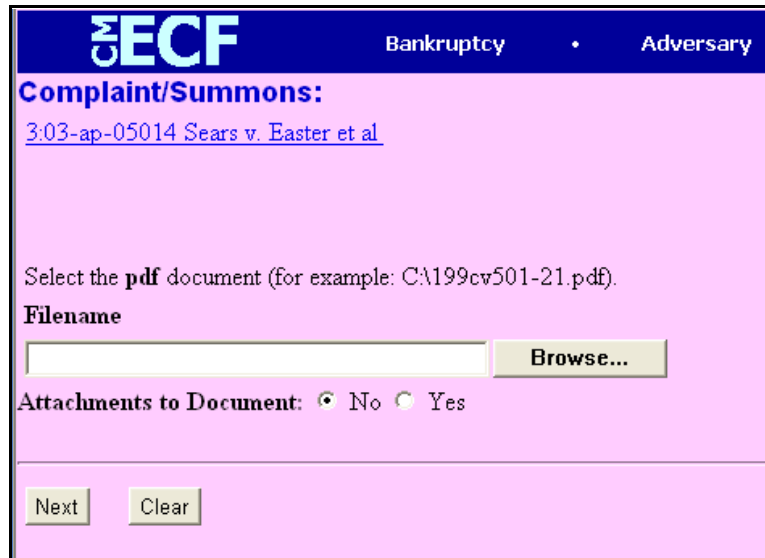


Figure 5

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 5a.)

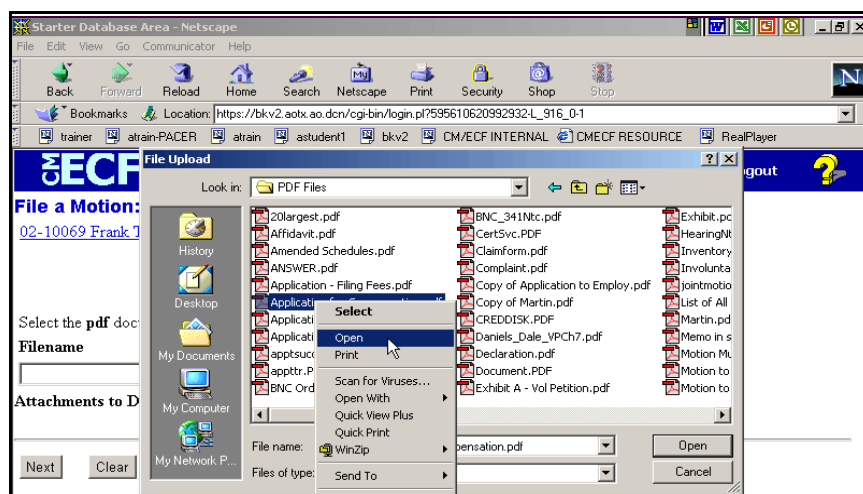


Figure 5a

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 5b.)

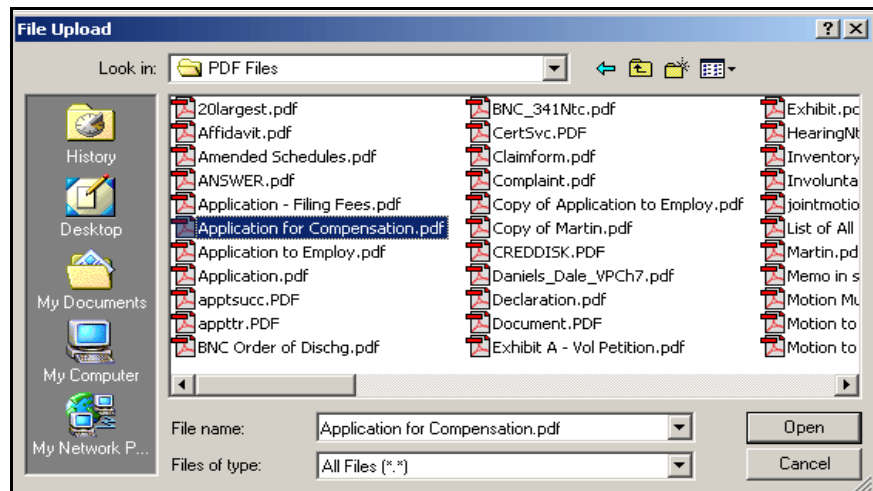


Figure 5b

- ◆ The PDF DOCUMENT SELECTION screen will now show the pathway to the PDF file. (See Figure 5c)

Figure 5c

- ◆ Click **[Next]**.

- STEP 6** You will now be prompted to enter the name of the defendant listed on the summons. (See Figure 6)

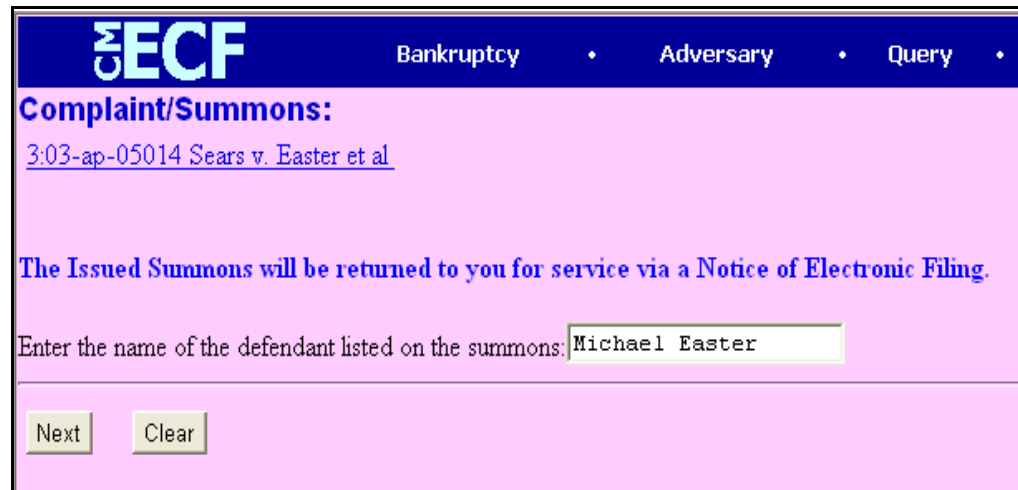


Figure 6

- ◆ Enter the name of the defendant listed on the summons.
- ◆ Click **[Next]**.

- STEP 7** The Final Docket Text screen will now be presented. (See Figure 7)

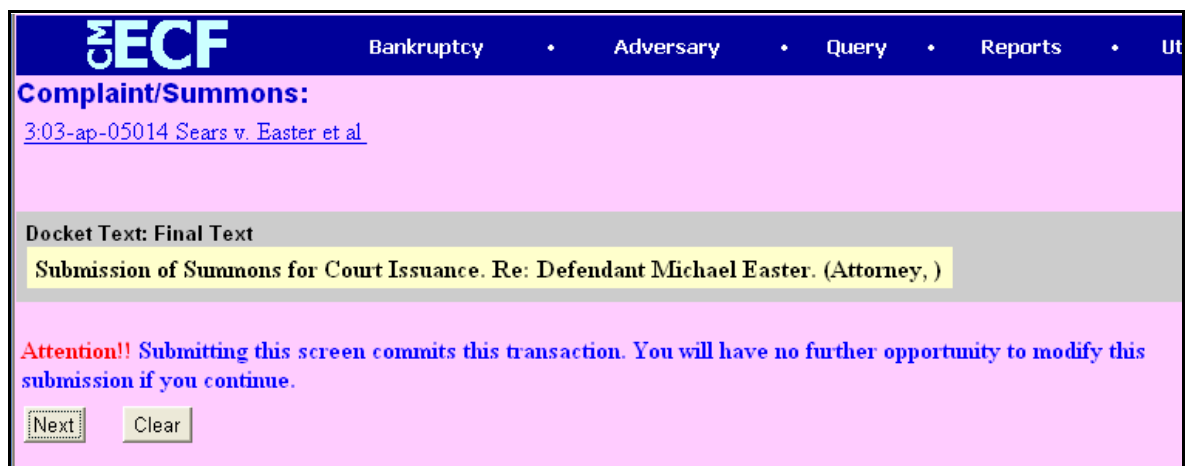


Figure 7

- ◆ Verify the final docket text. Read the **Attention!!** Message and proceed.
- ◆ If correct, click **[Next]**.

STEP 8 The Notice of Electronic Filing will be generated and displayed.

The Court will review the submitted summons and issue the same. When completed, the summons will be returned to you via a Notice of Electronic Filing. Once you have received the Notice of Electronic Filing, click on the document number hyperlink to open the issued summons. The summons may now be printed out and served.

Once the summons has been served a Certificate of Service should be filed using the Summons Service Executed docketing event.